

Board of Selectmen's Meeting Minutes
September 20, 2007
Harpswell Town Office
Approved on October 4, 2007

Page 1 of 4

Selectmen Present: Amy N. Haible, James S. Henderson and Chairman Samuel W. Alexander

Staff Present: Kristi Eiane, Town Administrator; William Wells, Code Enforcement Officer and Tracey Thibault, Code Enforcement Officer

The Selectmen met at 6:20 p.m. with School Board members to discuss the joint appointment of the at-large member of the school Regional Planning Committee.

Call to Order and Pledge of Allegiance: The business meeting was called to order by Chairman Alexander at 6:30 p.m. with the Pledge of Allegiance. The meeting was videotaped and broadcast live on Harpswell Community Television.

1. Adoption of the Agenda: Chairman Alexander moved, seconded by Selectman Haible to adopt the agenda as printed; motion passed 3-0.

2. Town Administrator's Report:

- Interim Planner Proposal: Administrator Eiane referenced a memo in which she recommended Tracey Thibault be appointed as the interim planner in addition to her codes enforcement officer duties for an additional \$100/week compensation. Selectman Haible moved, seconded by Selectman Henderson to appoint Tracey Thibault as interim town planner and to increase her compensation by an additional \$100 a week starting October 1; motion passed 3-0.
- Administrator Eiane requested the Board consider endorsing a DOT grant application for a preliminary assessment of the pier at Mitchell Field and to use \$2,000 approved at Town Meeting for economic development as a 25% cash match for the grant. Chairman Alexander moved, seconded by Selectman Henderson to authorize the Town Administrator to apply for the grant and use \$2,000 of Town funding provided its use is approved by the Town attorney; motion passed 3-0.
- Administrator Eiane stated the Town will hold a flu clinic in cooperation with CHANS at a date to be determined in October and for the public to stay tuned for the date.
- Administrator announced the Town has received a report regarding the removal of the pipeline for an estimated \$7.6 million dollars from Mitchell Field to Brunswick Naval Air Station. Administrator Eiane stated the report has been provided to the Pipeline Advisory Committee for a report at next Selectmen's meeting.

3. Selectmen's Announcements: Selectman Haible responded to Administrator Eiane's report regarding the pipeline report the Town received. Selectman Haible stated the Town may want to contact our Congressional delegates and the pipeline abutters. In follow up of an article run in the Times Record, Selectman Haible commented that if the negotiations between the Town and Washburn and Doughty are unsuccessful that she hopes the process for Mitchell Field continues to be productive. Selectman Haible stated that the proposed reuse plan for the Brunswick Naval Air Station will bring many opportunities (and challenges) to the area and encouraged everyone to follow the development.

4. Old Business: There was no old business discussed.

5. Mitchell Field Update: Selectman Haible noted the Board would further review this subject later on the agenda.

6. Treasurer's Report: Marguerite Kelly, Town Treasurer reviewed her monthly treasurer's report for August (attached for further review). Ms. Kelly thanked Martha York, Town Tax Collector, and Deputy Tax Collector, Jill Caldwell, for processing a heavy period in great fashion.

7. Appointments

- **Regional Planning Committee**
 - **Municipal Representative:** Selectman Haible moved, seconded by Chairman Alexander to appoint Selectman Henderson as the municipal representative on the Regional Planning Committee; motion passed 3-0.
 - **Joint Appointment of At-large Member:** Selectman Haible moved, seconded by Chairman Alexander to approve Elinor Multor as the at-large member of the Regional Planning Committee; motion passed 3-0. Selectman Henderson noted that the Board met with the School Board Members earlier who concurred with this appointment.
- **Cundy's Harbor Fire Chief and Fire & Rescue Committee:** Selectman Haible moved, seconded by Selectman Henderson to appoint Benjamin Wallace Jr. as the Fire Chief of the Cundy's Harbor Fire Department and as a member of the Fire & Rescue Committee; motion passed 3-0.

8. Wharf Application, Michael & Rebecca Jenkins, Map 43, Lot 41, Hannahs Cove Road: William Wells, Code Enforcement Officer, explained this proposal is for a 3' x 45' seasonal ramp with no permanent fixed structure. Selectman Haible requested a series of land use maps be hung on the walls of the Selectmen's meeting room. Chairman Alexander moved, seconded by Selectman Henderson to approve the application as it doesn't interfere with a navigable channel or the public's right to the intertidal zone; motion passed 3-0.

9. 7:00 PM Public Hearing Stevens Junkyard, Map 46, Lot 31: Chairman Alexander announced the Board made a site visit to this location at 5:00 pm. Chairman Alexander moved, seconded by Selectman Haible to open the public hearing; motion passed 3-0. No members of the public spoke. Selectman Henderson moved, seconded by Selectman Haible to close the hearing; motion passed 3-0. Selectman Haible moved, seconded by Chairman Alexander to grant the auto salvage yard permit to Norman Stevens; motion passed 3-0.

10. Brunswick Housing Authority Request: John Hodge, Executive Director of the Brunswick Housing Authority, explained the Authority is trying to create a 15 unit subdivision for work force housing in Harpswell. To do so, the Authority is seeking different funding sources in order make the housing affordable. One option is for the Authority to apply through the Town for funding under the Community Development Block Grant Program in addition to other sources of funding. Mr. Hodge explained they were seeking authority to apply for grant funds under the CDBG program and not for an endorsement of their project from Harpswell. Chairman Alexander moved, seconded by Selectman Henderson to authorize the Brunswick Housing Authority to apply for the CDBG through the Town; motion passed 2-0 (Selectman Haible abstained). Selectman Haible noted concerns about the project's location.

11. Consider Coombs Consent Agreement: Administrator Eiane explained that the draft consent agreement developed by the Board had been submitted to the Coombs and that they have expressed an intention of removing the non compliant structure. Selectman Henderson moved, seconded by Selectman Haible to instruct staff to ensure the removal of the structure within 60 days and that no fine be assessed; motion passed 3-0.

12. Consider Scheduling Vote on Mitchell Field Master Plan: Chairman Alexander read the proposed article language. Selectman Haible moved, seconded by Chairman Alexander to place the vote on the Mitchell

Field Master Plan on the November 6 ballot; motion passed 3-0. The Board noted this is a conceptual plan and that specific proposals for use at the site will require Town Meeting approval.

13. Consider Action on Cribstone Bridge Utilities: Chairman Alexander explained the Board has met with representatives of CMP, Verizon, Comcast and Department of Transportation. Jim Wentworth, of DOT, informed the Board that DOT has included the preparatory work to place the utilities under the sidewalk in their design for the bridge reconstruction project. DOT is asking the Town to fund this work which includes the reinforcement of the sidewalk, ledge removal and installing the plugs in the concrete to allow the Town at some future date to have the utilities installed under the sidewalk. Administrator Eiane recommended the Board place a article on the November ballot asking for approval to fund the \$35,000 for the DOT preparatory work. Selectman Haible moved, seconded by Chairman Alexander to place an article on the November warrant requesting \$35,000 to fund the cost of the preparation work to allow for the possible future installation of the utilities under the bridge sidewalk; motion passed 3-0.

14. Waste Management Contract Extension: Chairman Alexander explained that the Recycling Center Manager, Jim Gordon, explored different options and that Waste Management had the best proposal for disposing of the Town's solid waste. Chairman Alexander moved, seconded by Selectman Henderson to extend the Town's contract with Waste Management for solid waste disposal [for one year]; motion passed 3-0.

15. Consider Policy to Accept Prepayment of Mooring Registration Fees: Administrator Eiane explained this draft policy has been developed in follow up of requests from the Town's non-resident taxpayers to allow payment of their mooring fees in advance. Administrator Eiane reviewed the draft policy with staff and recommended its approval. Selectmen Henderson moved, seconded by Chairman Alexander to adopt the policy; motion passed 3-0.

The Board discussed a memo received from CV Noyes and decided to further review it at their administrative meeting.

16. Proclamation of Constitution Week: Chairman Alexander read the Proclamation of Constitution week and moved, Seconded by Selectman Henderson to declare the week of September 17 – 23 as Constitution week; motion passed 3-0.

17. Recommendation for Salary Survey Consultant: Administrator Eiane explained the Town approved \$6,000 for a salary survey of the Town's non-elected salaried employees (Town Administrator, Deputy Town Administrator, Codes Enforcement Officers, Harbormaster, Recreation Director, Planner and Recycling Center\Transfer Station manager). Administrator Eiane reviewed the three responses; interviewed Michael Wing of Human Resources and Labor Relations Consulting Services and recommended him for \$5,400. Chairman Alexander moved, seconded by Selectman Haible to hire Michael Wing to perform the salary survey in the amount of \$5,400; motion passed 3-0.

18. Consider Engineer and Pavement Study Work Order: Chairman Alexander explained this work order would be between Woodard & Curran and the Town in an amount not to exceed \$9,500 to update a pavement condition survey of Town roads to help in planning the next capital road project. Chairman Alexander stated he was not in favor of this work order as he believes the Road Commissioner should plan the road projects without an updated study. The Board discussed different options and how an updated road condition study would assist the Road Commissioner. Selectman Henderson moved, seconded by Selectman Haible to enter into work order 22 with Woodard & Curran to help develop a construction design document of the Town roads; motion passed 2-1. (Chairman Alexander opposed.)

19. Authorization of the Warrant: Administrator Eiane recommended approval of warrant 50 and payroll warrant 42. Chairman Alexander moved, seconded by Selectman Haible to approve warrant 50 in the amount of \$170,542.28; motion passed 3-0. Selectman Haible moved, seconded by Chairman Alexander to approve payroll warrant 42 in the amount of \$14,255.35; motion passed 3-0.

20. Approval of the Minutes: Selectman Henderson moved, seconded by Selectman Haible to approve the minutes of August 23 as printed; motion passed 3-0.

21. Public Comment: Karin Blake requested the Board determine the width of the Town roads during the road condition survey. Dan Boland spoke against enforcement of business signs and also against spending funds for a road condition survey.

22. Adjournment: The meeting was adjourned by unanimous vote at 8:15 p.m.

Respectfully Submitted,

Terri-Lynn Sawyer

Attachments: Policy to Accept Prepayment of Mooring Registration Fees